2009 CON Seminar

Online Application System Overview

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Activities Covered by CON

- Acquire an existing health facility or begin operation of a health facility
  - ✓ For purposes of CON, a health facility is defined as hospital, psychiatric hospital or unit, nursing home, FSOF
- Make a change in the bed capacity of a health facility
- Initiate, replace or expand a covered clinical service
- Make a covered capital expenditure
  - ✓ Current threshold $2,932,500, adjusted annually

CON Review Standards

- Air Ambulances
- Cardiac Catheterization Services
- Computed Tomography (CT) Scanners
- Hospital Beds *
- Magnetic Resonance Imaging (MRI)
- Megavoltage Radiation Therapy (MRT)
- Neonatal Intensive Care Units (NICU) *
- Nursing Home/Hospital Long-Term Care Unit (HLTCU) Beds *
- Open Heart Surgery
- Positron Emission Tomography (PET) Scanners
- Psychiatric Beds *
- Surgical Services
- Urinary Extracorporeal Shock Wave Lithotripsy Services
- Bone Marrow Transplantation Services *
- Heart/Lung and Liver Transplantation Services *
- Pancreas Transplantation Services

* Comparative

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CON Application Process

- Letter of Intent (LOI)
  - ✓ Processed within 15 days
  - ✓ CON application no., forms, review standards, required documents
  - ✓ Issuance of waiver letter if project is not reviewable
- CON Application
  - ✓ Additional information request within 15 days
  - ✓ Deem complete
- Decision
  - ✓ Proposed decision
  - ✓ Final decision signed by the Department Director
- Amendment to approved CON
  - ✓ Projects not deemed 100% complete
- Follow-up

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CON Review Categories

- **Comparative**
  - ✓ Can be submitted on Feb 1, Jun 1 or Oct 1
  - ✓ 150 days once deemed complete
  - ✓ Projects subject to comparative review shall not be amended
- **Substantive**
  - ✓ Can be submitted on 1st working day of every month
  - ✓ 120 days once deemed complete
- **Nonsubstantive**
  - ✓ Can be submitted on any working day
  - ✓ 45 days once deemed complete
- **Nonsubstantive [Notice]**
  - ✓ Can be submitted on any working day
  - ✓ 45 days once deemed complete

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CON Web Site: www.michigan.gov/con

Highlights
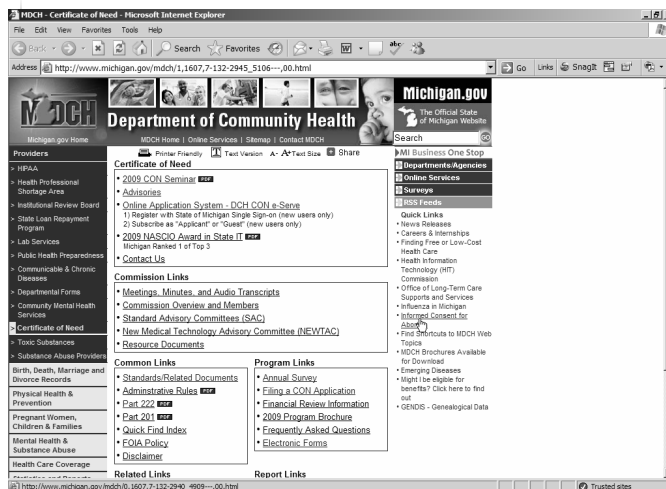
- ✓ Advisories
- ✓ CON E-Serve
- ✓ Listserv
- ✓ Forms
- ✓ Standards
- ✓ Laws
- ✓ Rules
- ✓ FAQ
- ✓ Reports
- ✓ Contact Info

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CON e-Serve Application Modules - Timelines

- Letter of Intent module released in January 2006

- Nonsubstantive application, Nonsub (Notice), Amendment and Emergency CON modules released in April 2007

- Substantive application module released in April 2008

- Potential comparative applications are required to be submitted in paper copy format

- Online payment system (EFT) released in November 2008

- Enhancements and new features released in September 2009

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MDCH Single Sign-on (SSO) & CON e-Serve Site: https://sso.state.mi.us
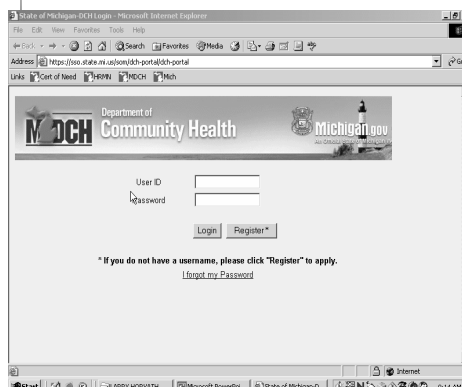
- Register at State SSO web site with user id

- Receive temporary password by e-mail

- Set up SSO account with password and responses to security questions

- Subscribe to CON e-Serve as 'Applicant' or 'Guest'

- Special notices will be posted on occasion, e.g., scheduled maintenance

- SSO Password expires in 60 days, if not used

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CON e-Serve - Applicant Role

Date Calculator

Reports

Applicant Screen

CON e-Serve - Applicant Role

- Submit LOI, CON Application, amendment, emergency CON
- View online LOIs for all CONs
- View CON applications, amendments, if submitted online
- View management information for all CONs
- View compare groups, e.g., mobile networks
- Search information
- Generate activity reports – LOIs, CONs received, decisions issued

CON e-Serve - Guest Role

Guest Screen

CON e-Serve - Guest Role

- View online LOIs for all CONs
- View CON applications, amendments, if submitted online
- View management information for all CONs
- View Compare groups, e.g., mobile networks
- Search information
- Generate activity reports – LOIs, CONs received, decisions issued

Information Search

- Search by multiple fields
- Use "%" for partial name search
- Do not use "-" in CON & facility no.
- Locate county name by typing 1st letter

CON link appears if submitted online

Compare Groups

- Mobile networks for covered clinical services (CT, Lith, MRI, PET, etc.)
- Comparative reviews (NH, hospital beds, etc.)
- Search using wild card – "%"
- Use service type, e.g., "%MRI" or network number, e.g., "%109"
- View report of all CONs assigned to a network or comparative review

Online Letter of Intent (LOI)

- Create/Update LOI – Save/Submit
- Browse un-submitted LOI under 'My Letter of Intent', available under 'CON History' when processed
- Legal applicant must be registered with DELEG Corporations Division
- Total project costs must equal total sources of funds
- Agent information can include multiple e-mail addresses
- User will receive confirmation e-mail within 15 days of submission
- Unlocking
- PDF report format

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Online Applications

- Application components
  - ✓ Required forms
  - ✓ Part 222 and Standards
  - ✓ Required documents
- Links to online forms and review standards
- Application forms pre-fills information from LOI as applicable, e.g., 300, 1100, 105
- Built-in edit checks
- Printable PDF reports, during entry and after submission
- Pay application fee online, option to pay by mail too
- Links to online applications available once deemed complete

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Online Applications

- Mark complete
  - ✓ From status changes from 'Assigned' to 'Complete'
- Application submission
  - ✓ System will display error if all forms/standards are not 'Complete'
  - ✓ System will display confirmation message on successful submission
- Fees, paper forms & other required documents
  - ✓ Must be received by the Department to be deemed submitted
- Unlocking during additional information
- Revise online application to respond to Department's request

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Online Amendment

- Eligible Applications
- Form is pre-filled with application information, e.g., project description, costs, funds
- Built-in edit checks and amendment Submission
- Supporting Documents
- Unlocking
- PDF report format

Please note amendments can only be submitted by the original SSO user. For CONs prior to 2006, the author is defaulted to the Department. For any changes in author, contact Project Coordinator at (517) 241-3348.

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Online Emergency CON

- MCL 333.22235 requirements
- Emergency CON submission
- Supporting documents
  - ✓ Affidavit must be submitted to be deemed received by the Department.
  - ✓ Vendor quotes, etc.
- Unlocking

Online Payment (CEPAS)

- Released in November 2008
- Electronic Fund Transfers (EFT) only
- Options to pay by mail or online. Online payment available with an electronic CON application submission only
- Online payment will require:
  - ✓ Account Holder Name
  - ✓ Bank Account No.
  - ✓ Routing No.
- CEPAS will provide confirmation page upon successful processing of payment

CEPAS - Submit CON

CEPAS - Confirmation

CEPAS - Application Fee Options

CEPAS - Payment Information

- Application fee amount is calculated based on total project cost
- Need account number, routing number, account holder name
- Address information is pre-filled with legal applicant information; may revise, if necessary

CEPAS - Submit Payment Information

✓ Must check 'I Agree' to submit payment

✓ Warning: Click only once or account will be charged multiple times

CEPAS - Payment Confirmation

Payment date & time must be before 5 pm on a window date

Upcoming Features in 2010

- Facility Master
  - ✓ Search State database for facilities
  - ✓ View/print CON History reports

- Project Implementation Progress Report (PIPR)
  - ✓ Prepare and submit PIPRs online for approved CON projects

Helpful Hints

- All dates must be entered in MM/DD/YYYY format, e.g., 10/27/2009.

- All fields marked '*' are mandatory in the form.

- You may need to open Excel software prior to using report generator.

- If a form is opened after being "Marked Complete", the form must be "Marked Complete" again. Form status will change from "Assigned" to "Complete".

- All forms, Part 222, and Review Standards must be "Marked Complete" in order to submit application.

- Online application is not submitted until the system displays the confirmation message after selecting "Submit CON" link.

Helpful Hints - continued

- Always save forms - PDF and Standards - Word reports as backup.

- If applicable Standards change during the review, the current Standards report will assist in reentering the responses in the new Standards when effective.

- Do not submit screen shots of online application forms.

- State servers may be down during weekend for routine maintenance.

- Application is developed to work with Internet Explorer 6.0 & above; may not function properly with other browsers.

- For security reasons, sessions will expire after 30 minutes of inactivity. Users will be required to sign in again.

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Questions & Comments

Please call (517) 241-3348 or 3344 if you are experiencing problems or have questions.

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